

HULMEVILLE BOROUGH COUNCIL
Meeting Minutes
February 1, 2021

The regular monthly meeting of the Hulmeville Borough Council was held on the above date via Zoom. This meeting was advertised in the Courier Times, notice was posted at the Borough Hall and on the Borough website.

Roll call was taken by Mr. Wheeler

Councilmembers Present

Thomas Wheeler, President
Dan Mandolesi, Vice President
Judy Coleman
Doug Harris
Nicholas Toth
Nick Lodise
Doug Edge

Staff in Attendance

Robert DeBias, Solicitor
John Baran, Chief
Kurt Ludwig, Water & Sewer President
Secretary Dorothy Omietanski
Diane McKairnes, Treasurer
William Wheeler, Fire Marshall
Mayor Debbie Mahon

Councilmembers Absent: none

Councilmembers Late to Arrive: none

Staff Absent: none

Guests in Attendance: John Moser and Sheri Wheeler

Call to Order: Mr. Wheeler called the meeting to order at 7:30 pm; all those present joined in the Pledge of Allegiance.

Mr. Wheeler Stated:

We are holding this meeting pursuant to Act 15 of 2020, and as a result of the Emergency Declaration issued by Governor Wolf. This meeting was duly advertised in the Courier Times, and by a notice posted at the Borough Hall. A recording of this meeting and a preliminary draft of the minutes will be placed on the Borough Website.

Minutes:

Motion made by Mr. Mandolesi seconded by Mr. Harris to approve the minutes of January 4 and 19, 2021; Motion passed with all in favor 7-0-0.

Mayors Statement:

With the current winter storm warning, I issued a Snow Emergency Declaration that went into effect noon yesterday, Sunday, January 31, 2021. I thank everyone for removing their vehicles from state and borough streets. I ask that everyone be mindful that clearing sidewalks is expected within 12 hours after the snowfall stops.

As the pandemic carries on, I ask that everyone continues to respect social distancing, wearing masks, and washing hands, especially with the spread of new coronavirus strains in the United States.

Public Comment: none

Police Report:

- Police Report - Mayor Mahon read the report for the month of January 2021: 13 Incidents, 0 Accidents, 7 Assists, 0 EMS, 16 Court, 1 Summary Citations, 37 Traffic Citations, 0 Criminal Arrests, 0 Parking and 0 Court for a total hour worked: 238, Total Salary \$6,163.75. Note the new pay rate and the additional 5 hours for the chief are now in effect.
- Thank you – The Chief wanted to thank all the residents who moved their cars for the snow emergency. The officers had to get several cars to move on Main Street, but the side streets were good. The chief did post the emergency announcement on Facebook.
- Drug Take Back Program – The next drug take-back program event will be held on 4/24/21. Chief Baran plans on having it as a drive thru event again. Mayor Mahon noted that the playground cleanup event is planned for the same day.
- Quads on Street – During snow emergency Chief Baran did confirm that the use of quads on the streets is allowed.
- Credit Card Usage – Mayor Mahon reminded everyone who is using the credit card that approval is required before making purchases. Ms. McKairnes is requesting that a copy of receipts be submitted to her so she knows how to assign the cost. Mr. Harris is going to create a voucher to complete to attach to the copy of the receipts that will be submitted to Ms. McKairnes.

Fire Marshal:

- Burn Permit – Fire Marshal Wheeler received 5 emails regarding acquiring a burn permit.

Emergency Management Coordinator:

- COVID-19 Conference Call – Conference calls with the Bucks County Emergency Management office for COVID-19 will be occurring again every two weeks starting on 2/10/21.
- Reconstitution Plan for Reuse of Borough Hall – Fire Marshal Wheeler sent council an updated version of the reconstitution plan for reopening Borough Hall. The only change he made was to make mask wearing mandatory. He is also recommending that section K4 be removed from the plan, which involves mandatory cleaning of the meeting room

after a meeting has occurred. The building is only used a few times a month. If the meeting organizer wipes everything down before leaving the conference room and no one goes into the room for days there should be no reason for deep cleaning after use.

Motion made by Mr. Mandolesi and seconded by Mr. Edge to accept the Standard Operation Procedures – K, with removal of section K4 for reuse of Borough Hall and adding the requirement of wiping down all surfaces before leaving; motion passed with all in favor 7-0-0.

Note: Doug Edge left the meeting at 8 pm

Motion made by Mr. Harris and seconded by Mr. Mandolesi to continue to have the March 1st regular council meeting, and March 16th work session via zoom; motion passed with all in favor 6-0-0.

Water and Sewer:

- High Priority Repairs – Mr. Ludwig stated that the Authority is currently working on finishing the high priority repairs to the system. The Authority decided to either piggy back on the already established BCWSA contract or work with Sewer Specialty to complete the pipe lining work this spring
- Medium/Low Priority Repairs – Based on the budget the Authority will start working on a few of the medium or low priority repairs.
- Last Quarter Bills – The bills were mailed on time and postmarked November 4th and 5th, however due to mail issues the bills did not arrive to residents' homes until just last week. Due to the late arrival late fees will be waived.
- Meter Replacements – Mr. Harris inquired about meter replacements. Mr. Ludwig explained that the process is still slow even though many customers are working from home due to the fact that the Borough is a very low priority for BCWSA as a result of the small amount of business we provide them. Mr. Ludwig would like to increase the number of replacements to 100 this year in hopes this action will bump the Borough up on the priority list with BCWSA.
- Delinquent Accounts – The accounts that have been placed on payment plans before COVID-19 are for the most part making their payments on time. Mr. Ludwig is currently looking into the state's position moving forward regarding shut offs and charging late fees. If the state extends the COVID-19 policies the Borough will do the same.

Streets:

- Snow Removal – Mr. Wheeler spoke to the snow removal company prior to the arrival of the storm today and asked that they try to manage the cost of snow removal better this time. Mr. Wheeler just received a text asking if they should go out one more time tonight or wait until morning. Council appreciated the communication and all agreed to have the company go out one more time tonight and then tomorrow morning.

Borough Property:

- Camera's and Locks – Fire Marshal Wheeler, Mr. Mandolesi, Mr. Harris and Mr. Wheeler all met at Borough Hall to write the specifications for the camera and electronic locking system for the RDA grant. They will divide the project into two parts and companies can bid on both or either project but the bids they submit must be independent for each project.

Trash:

- Delay in Collection – Due to the storm the trash may be delayed up to 48 hours. This information was posted on the website.
- Resident Volunteer Work - The resident at 333 Main Street has offered to remove the old pallet on the side of the garage as well as to assist with trash cleanup on the soccer fields. Council is very grateful for their offer and all agreed to accept their assistance.

Lights: no report

Personnel:

- Office Manager – Mr. Harris would like to meet with the personnel committee to review the office manager position, finalize the ordinance and job description. The committee agreed to 2/10/21 at 7:00 pm via zoom. Mr. Toth will set up the call.
- Code Enforcement Officer – Mr. Wheeler is still trying to reach our new code enforcement officer so she can start work.

Zoning:

- 935 Bellevue Ave – Mr. Wheeler and Chief Baran stopped by the house on 935 Bellevue Ave to discuss the trash that is accumulating on the porch and driveway. Mr. Wheeler explained that it all needs to be removed. The renter explained that she is doing some work in the house and she will be renting a dumpster to remove the trash. Mr. Wheeler is in the process of drafting a letter to the renter with a copy to the owner of the property stating that the property has 6 code violations that need to be addressed immediately. He will also draft letters to residents on Main Street regarding a shed and an election sign.

Finance:

- Audit – Ms. McKairnes confirmed that an audit is scheduled for mid-February.
- W-2 Forms – Ms. McKairnes confirmed that all W-2 forms have been mailed.
- Cost of Audits – Mr. Wheeler is concerned with the current cost of the audits and wondered if council should make sure they are receiving the best price. Ms. McKairnes will put together a summary of the audits and their costs for the past few years. She did explain that when the auditors have a bill, they break it down into a few payments instead of collecting the total all at once. She also believes the Borough audits cost \$5,000 per year and the Authority costs \$4,000.
- EIT Totals – Ms. McKairnes will gather the EIT totals for 2020.

MS4: no report

TMDL / BMP's: Permit years 2018-2022 – DEP will be doing their permit inspections. Samantha Brinker from Gilmore and Associates will keep us informed of that inspection. Due to Covid-19, this has been postponed.

- TMDL No1: encouraged riparian forest buffers for all residents along the creek
- TMDL No 2: conduct site inspections to encourage storm water control measures
- TMDL No 3: installation of 2 deciduous trees in open space or within the borough proper
- TMDL No 4: reduce infiltration
- TMDL No 5: modify basins for increased infiltration reduction
- TMDL No 7: encouraged home owners to install rain barrels
- TMDL No 8: additional provisions:
 - Continued with the 4 leaf pick-ups through the fall/winter season
 - Sump Pump inspection enforcement
 - Decide on sediment reduction project
 - Lawn and garden pick up 4/1-12/1 weekly

Floodplain:

- Open Space Margareta Ave - The properties along Margareta Avenue have reached out in regard to dead limbs in trees, dead trees and standing water within the Open Space areas that surround their properties. The county was contacted, via email on June 17, 2020, but has not yet replied.

Storm Water:

- Updated Data Base – Mayor Mahon appreciates any updates and contact information for new residents that have moved into our town in that storm water affects all residents and not just those who live in floodplain.
- Storm Drain Cleanout – The storm drain inlet cleaning has been completed; Gilmore & Associates is waiting on an invoice.
- Newsletter - The winter newsletter was sent out.
- Stormwater Concerns McCarthy Ave – Gregory & Kimberly Young have ongoing concerns at their home 13 McCarthy Dr. regarding continual stormwater runoff. Both the Young's and the Jadcak's at 135 Green Street have reached out to the Borough for some guidance and answers over the past 2 years. In the summer of 2019, the Mayor requested the Borough Engineer Gilmore & Assoc. to tour the area of concern. Gilmore reviewed county files to see if there was a drainage easement agreement, but did not find any. It was stated that drainage easements are typically the property owner's responsibility to maintain. The Hulmeville Stormwater Committee met with Middletown Township in December of 2019 to discuss some control measures since the bulk of the runoff was coming from Middletown. Middletown Township officials mentioned that a berm was going to be installed along existing non-curbed roads in Middletown to help redirect some of the stormwater. The Mayor contacted Stephanie Teoli Kuhls, Middletown

Township Manager, a few times to follow up on the progress. Middletown has not yet completed the road work, but is planning to do so this spring when the asphalt plants reopen for the season.

Mayor:

- Playground Clean Up - Playground clean up schedule was added into the current newsletter: Saturday, April 24, 10AM and Saturday, June 19, 12: noon
- 150th Anniversary Updates – The Mayor informed council that the Cookbook Committee is requesting recipes from everyone on council. They would like council to be represented in the book. Ms. Coleman is asking for the recipes to be submitted no later than Friday. The Mayor also asked Mr. Toth to set up the zoom call for the committee’s next meeting which will be held Wednesday at 7:30pm. The Mayor thanked Ms. Omietanski for all the time she has been spending working on the Haunted Ghost Tour which is one of the events being held this year as part of the celebration. Ms. Omietanski is currently working with Bucks County Paranormal who is filming a 15-minute video that will be played at the start of every tour. Last the Mayor reminded everyone that the t-shirt sale is still running.

Solicitor Report:

- Planning Commission Meeting – Mr. DeBias reminded Mr. Mandolesi that the Planning Commission needs to report to council their recommendation on each line item of the Borough Engineer’s report on each subdivision so council understands their recommendations for each issue. Mr. Wheeler reminded council that they need to vote on the subdivisions at the April council meeting.
- Ratify Work Session Actions – Mr. DeBias reminded council they need to ratify the official actions taken at the January work session.

Motion made by Mr. Harris and seconded by Mr. Lodise to ratify all official actions taken at the January work session including those regarding the RDA contracts; motion passed with all in favor 6-0-0.

Motion made by Mr. Harris and seconded by Mr. Lodise to change the deed of correction cost from \$86 to not to exceed \$96; motion passed 5-0-1 (Mr. Mandolesi abstained from voting due to the fact that he is the grantor on the deed)

- Extension of RDA Contracts – The RDA approved extensions on the Peace Valley Holistic Center and EMC and Police Equipment projects.

Motion made by Mr. Lodise and seconded by Mr. Harris to authorize Mr. Wheeler and Ms. Omietanski to sign extension contracts for Peace Valley Holistic Center and the EMC and Police Equipment Project; motion passed with all in favor 6-0-0.

Treasurer's Report: Treasurer's Report for February 1, 2021 was made available for inspection:

• General Fund Checking Balance as of January 1, 2021:	\$ 181,030.11
Expenses Totalled:	\$ -26,695.00
Income Totalled:	\$ 15,637.66
General Fund Checking Balance as January 31, 2021:	\$ 169,972.77
• Sewer Fund Checking Balance as of January 1, 2021:	\$ 27,469.35
Expenses Totalled:	\$ -24,343.00
Income Toted:	\$ 22,538.55
Sewer Fund Checking Balance as of January 31, 2021:	\$ 25,664.90
• Sewer Fund PLGIT Balance as of December 1, 2020:	\$ 227,750.12
Interest	\$ 2.48
Sewer Fund PLGIT Balance as of December 31, 2020:	\$ 227,752.60
• Highway Aid PLGIT Balance as of December 1, 2020:	\$ 51,890.87
Interest	\$.57
Deposit	\$ 26,453.83
Expenses	\$ -10,762.50
Highway Aid PLGIT Balance as of January 28, 2021:	\$ 67,582.77
• General Fund PLGIT Balance as of December 10, 2020:	\$ 451,989.93
Interest	\$ 5.35
Deposits	\$ 41,879.12
Expenses Total:	\$ -1,148.00
General Fund PLGIT Balance as of January 20, 2021:	\$ 492,726.40

Bills: A copy of the bill list dated February 1, 2021 was provided to Council and offered for review by the public. Two bills were added: Judy Buchhoffer 31/2 hour of work \$87.50 and Fire Marshal Wheeler for two training classes \$300.00.

• General Fund beginning balance as of January 29, 2021:	\$ 171,028.98
ending balance as of February 4, 2021:	\$ 144,104.54
• Sewer & Water beginning balance as of January 29, 2021:	\$ 26,386.34
ending balance as of February 1, 2021:	\$ 24,687.02
• Highway Aid PLGIT Balance as of January 28, 2021:	\$ 67,582.77
Ending balance as of February 1, 2021	\$ 67,231.90

A motion made by Mr. Mandolesi seconded by Mr. Lodise and carried unanimously to approve the bill list dated February 1, 2021; Motion carries 6-0-0.

Correspondence:

- Statement of Financial Interest – Ms. Omietanski reminded people that they still need to complete and submit their forms.

New Business:

- Water Issue on Walnut – Mr. Toth along with his neighbors on Walnut St have randomly had their water shut off several times due to work being done at Spring Valley Farms. The neighbors would appreciate some forewarning before BCWSA shuts off the water in the future. Mr. Toth contacted BCWSA regarding this matter and their response was they can shut water off at any time and they do not need to notify residents. Mr. Ludwig will call his contact at BCWSA and discuss the matter with them and report back to Mr. Toth.

Old Business:

- Traisr – Mr. Toth paid the fee due to Traisr. The check should go out in the mail tomorrow.
- Stormwater Project – Someone from Langhorne Manor reached out to Mr. Toth inquiring who we use for stormwater and inquired about the possibility of partnering with Hulmeville Borough to share in the cost of the required stormwater project. Mayor Mahon has had conversations with Langhorne Manor in the past regarding this matter and right now everything is on hold. Mayor Mahon told Mr. Toth to have Langhorne Manor contact Gilmore and Assoc. regarding their services.

The meeting was adjourned at 9:30 pm; motion made by Mr. Harris seconded by Mr. Mandolesi.

Respectfully Submitted

Dorothy Omietanski,
Hulmeville Borough Secretary